



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** FY 2003 Year-End Closing
Instructions

Date: JUL 30 2003

From: Acting Assistant Administrator for Financial
Services and Chief Financial Officer, ABA-1

Reply to Allison Ritman:
Attn. of: 202-267-5657

To: Management Board
Regional Administrators
THRU: Assistant Administrator for Region and
Center Operations ARC-1

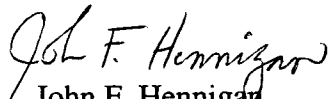
This memorandum and the accompanying attachments, Federal Aviation Administration (FAA) FY 2003 Year-End Closing and Reporting Instructions and the FY 2003 Departmental Accounting and Financial Information System (DAFIS) Year-End Closing Instructions, establish the procedures that regions, centers, and Washington headquarters are to use in closing out the FY 2003 financial/accounting records.

The objectives of the instructions are threefold: first, they are intended to ensure that complete, accurate, and reliable financial information is recorded in DAFIS and reported in the agency's financial statements and other external reports submitted to the Office of Management and Budget (OMB), Congress, and the Department of the Treasury; second, the instructions provide certain information on DELPHI operational readiness; and third, they incorporate the June 10, 2002 guidance issued by the Deputy Administrator, which specified that, in accordance with the President's Management Agenda (PMA), we accelerate the issuance of our annual audited financial statements and continue to achieve an unqualified (clean) audit opinion.

Successfully achieving the PMA initiative of accelerated reporting requires that we significantly change the way we do business. These changes include an earlier cut-off for procurement and obligation activities to provide sufficient time for the preparation and audit of year-end financial statements and the successful implementation of DELPHI.

Should you have any questions or concerns regarding these instructions, please contact the individuals listed in Part I Section V and Part II Section XII of the FAA instructions.

We appreciate the support you have provided throughout the year and look forward to a smooth and successful year-end closing and transition to DELPHI.



John F. Hennigan

Attachments